

Weekly Management Report

October 17, 2014

1. **Memo** – Wood Roof Removal Ordinance Update - Burbank Fire Department
2. **Memo** – Burbank Arts Beautification Program/Pilot Utility Box Mural Program – Park, Recreation and Community Services Department
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6. **Synopsis** – Burbank Heritage Commission Meeting of October 9, 2014 – Community Development Department



CITY OF BURBANK
OFFICE OF THE CITY MANAGER
(818) 238-5800
FAX (818) 238-5804

DATE: October 17, 2014
TO: Honorable Mayor and City Council
FROM: Mark Scott, City Manager *MS*
SUBJECT: Wood Roof Removal Ordinance Update

At the last City Council meeting, staff was asked to provide an update on enforcement of the wood roof ordinance. Attached is a report by Chief Lenahan, whose staff is working closely with the City Attorney's Office and the Community Development Department.

Please review the report and provide any feedback you may have. It is my intent to place this matter on an upcoming City Council agenda for further public discussion.



BURBANK FIRE DEPARTMENT

MEMORANDUM

DATE: October 10, 2014

TO: Mark Scott, City Manager

FROM: Tom Lenahan, Fire Chief

SUBJECT: Wood Roof Removal Ordinance Update

PURPOSE:

The purpose of this memo is to provide City Council with an update on the progress of the Wood Roof Removal Ordinance (No. 3296) which was originally adopted in August 1992 and revised in February 2012.

BACKGROUND:

In August 1992, the Burbank City Council unanimously adopted Ordinance No. 3296 which prohibited the use of wood shakes and shingles for roof coverings in the City of Burbank. Ordinance No. 3296 required that all wood shake roofs be replaced by August 14, 2012. In March of 2004, the City Council adopted Ordinance No. 3636, which shortened the time to replace wood roofs in the Mountain Fire Zone to August 14, 2005, but left the 2012 date for all buildings outside of the Mountain Fire Zone. The August 14, 2005 compliance deadline for the Mountain Fire Zone homeowners was achieved.

At the City Council meeting of October 25, 2011, staff provided a status update on the citywide compliance of the Wood Roof Removal Ordinance as well as public outreach efforts to inform and educate the community of the impending August 14, 2012 deadline. During the meeting, staff informed the City Council that there were approximately 120 residential properties remaining with exposed wood shake or shingle roofs. Additionally, during the public comment period of the City Council meeting, weak economic conditions were cited as a major contributor inhibiting homeowners from attaining compliance. As a result, the City Council requested that staff bring back compliance options of the Wood Roof Removal Ordinance for further consideration.

During the City Council meeting of February 21, 2012, staff presented two compliance options for consideration and received direction from the City Council to proceed with Option 2 - to amend the existing ordinance and extend the compliance timeline.

The Fire Prevention Bureau staff worked with the City Attorney's Office to amend the Burbank Municipal Code (BMC) in accordance with the direction given by the City Council at the February 21, 2012 meeting. Provided below are the amendments to the BMC:

- 1. Exposed wood shingle or shake roofs must be removed by August 14, 2014.**
- 2. "Roof Recovering's" must be removed by August 14, 2020.**

"Roof Recoverings" are defined as wood shingle or shake roofs that remain on the structure and are covered by another type of roofing material.

In addition to these revisions the Ordinance also amended Section 5-3-1402 relating to the disclosure of the amortization period for wood roofs by the seller of any residential property in the City of Burbank. The Ordinance amended the BMC to make the disclosure in conformity with the new periods.

Update October 2014

In Coordination with the Community Development Department the Fire Prevention Bureau has identified the following residences which have not complied with the ordinance as of this date:

There are 42 addresses left on the wood roof list, 4 of which are in the Mountain Fire Zone (The Mountain Fire Zone is basically residences above Kenneth Road with a couple of exceptions due to topography). 10 of the 42 property owners have obtained permits for reroofing and 11 property owners have contacted the Fire Prevention Bureau after receiving a Notice of Violation letter from the City. A Notice of Violation Letter was sent out to each of the properties with wood roofs on September 3rd and a Notice and Order letter will be going out to the addresses that haven't responded, on October 17th. The property owners that have responded will receive a separate follow up letter. If there is no response from the Notice and Order letter the property owners will be receiving a Final Notice. The letters do inform the property owner that failure to comply may result in the violation being recorded with the County Recorder's Office or further enforcement through the City Attorney's Office. A final determination on which course will be taken has not been determined yet.

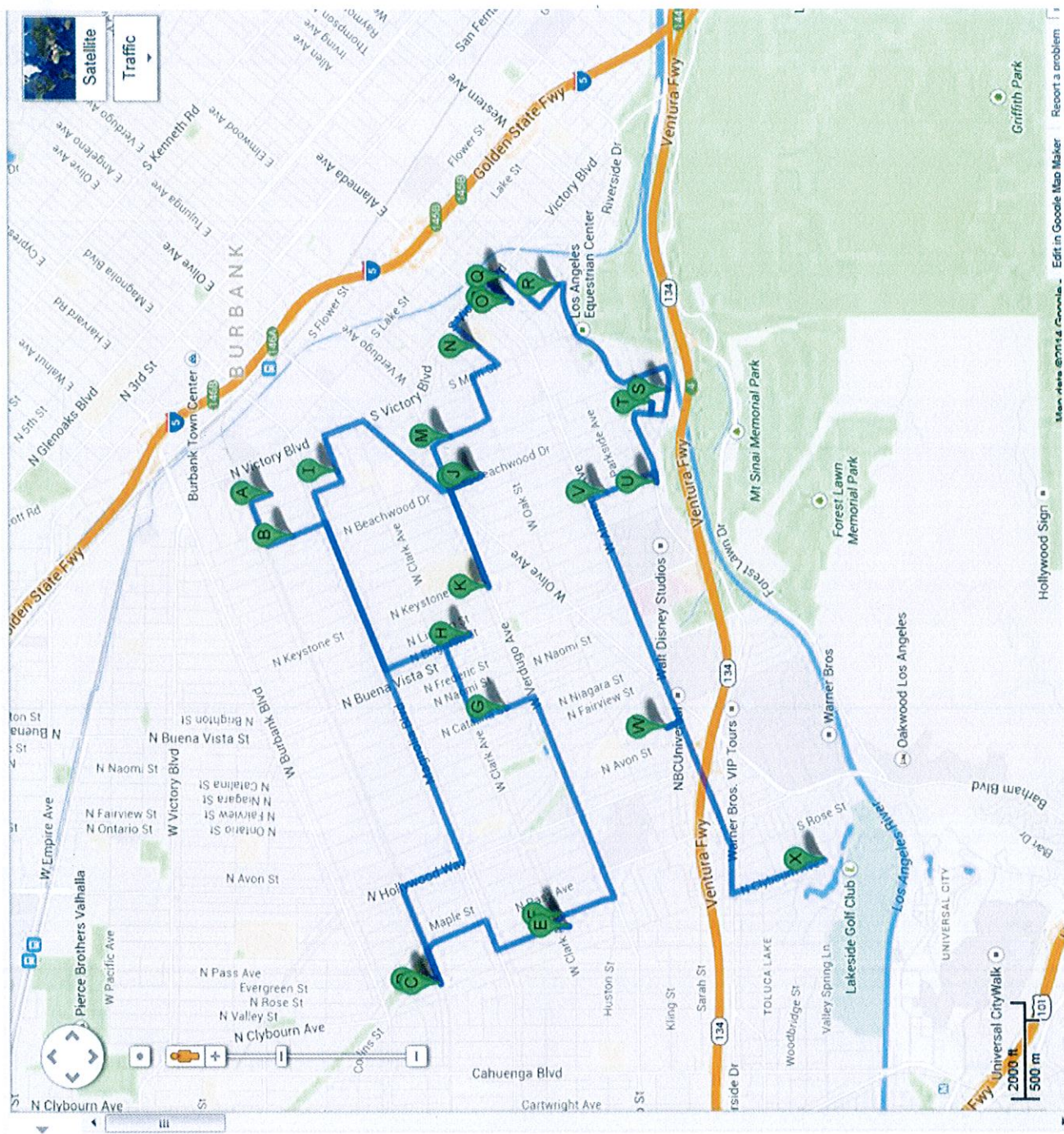
Attached with this memo are 2 maps which identify the residences currently in non – compliance.

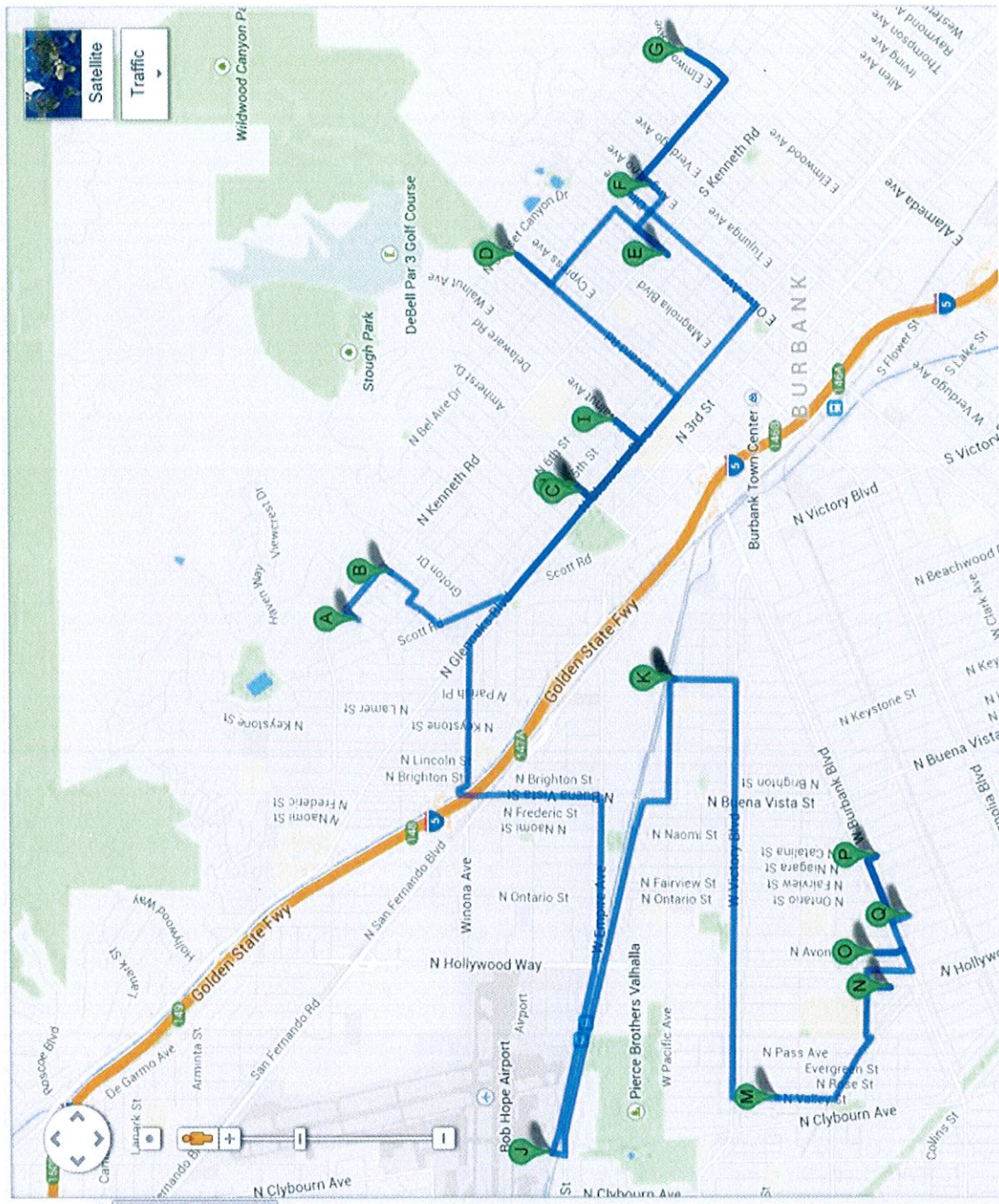
Get directions

My places

- A 511 N Lomita St, Burbank, CA
- B 602 N Griffith Park Dr, Burbank, CA
- C 4321 Chandler Blvd, Burbank, CA
- D 1210 N Valley St, Burbank, CA
- E 730 N Rose St, Burbank, CA
- F 736 N Priscilla Ln, Burbank, CA
- G 542 N Catalina St, Burbank, CA
- H 400 N Brighton St, Burbank, CA
- I 1108 W Palm Ave, Burbank, CA
- J 204 S Beachwood Dr, Burbank, CA
- K 2117 W Verdugo Ave, Burbank, CA
- L 151 S Beachwood Dr, Burbank, CA
- M 228 S Virginia Ave, Burbank, CA
- N 355 W Elmwood Ave, Burbank, CA
- O 351 W Spazier Ave, Burbank, CA
- P 336 W Spazier Ave, Burbank, CA
- Q 310 W Elm Ave, Burbank, CA
- R 1310 S Chavez St, Burbank, CA
- S 1407 Valleyheart Drive, Burbank, CA
- T 1416 Morningside Drive, Burbank, CA
- U 1916 Riverside Drive, Burbank, CA
- V 525 S Parish Pl, Burbank, CA
- W 221 N Lima St, Burbank, CA
- X 4238 Clybourn Avenue, Burbank, CA

Add Destination - Show options





Get directions

My places



- A 712 Brown Dr, Burbank, CA
- B 736 Hampton Road, Burbank, CA
- C 411 Amherst Drive, Burbank, CA
- D 1069 Harvard Rd, Burbank, CA
- E 723 E Orange Grove Ave, Burbank, CA
- F 922 E Angeleno Ave, Burbank, CA
- G 1078 E Valencia Ave, Burbank, CA
- H 431 Amherst Drive, Burbank, CA
- I 500 E Walnut Ave, Burbank, CA
- J 4366 Clybourn Ave, Burbank, CA
- K 1341 N Orchard Dr, Burbank, CA
- L 1343 N Orchard Dr, Burbank, CA
- M 1929 N Valley St, Burbank, CA
- N 1435 N Pepper St, Burbank, CA
- O 1439 N Avon St, Burbank, CA
- P 1235 N Catalina St, Burbank, CA
- Q 1323 N California St, Burbank, CA

Add Destination - Show options

GET DIRECTIONS

Suggested routes

W Burbank Blvd 17.1 mi, 49 mins



**City of Burbank
Park, Recreation and
Community Services Department**

Memorandum

Date: October 14, 2014

To: Mark Scott, City Manager

From: Judie Wilke, Park, Recreation and Community Services Director

A handwritten signature in black ink, appearing to read "Judie Wilke", written over the printed name in the "From:" field.

Subject: CITY MANAGER TRACKING LIST NO. 1649 - BURBANK ARTS
BEAUTIFICATION PROGRAM - PILOT UTILITY BOX MURAL PROGRAM

Since September 2013, Park, Recreation and Community Services (PRCS) staff and the Burbank Cultural Arts Commission (BCAC) have been working on the development of a pilot utility box art program within the City. During a BCAC goal setting meeting, the Commission decided on making this project one of their main goals for 2013-2014. To that end, staff along with a Commission subcommittee identified eight utility boxes within the City for the "Burbank Arts Beautification Program." The overarching goal of the pilot program is to bring visual art out of museums and galleries, so everyone can enjoy it.

In alignment with the Commission's goal, staff worked with Burbank Water and Power (BWP), to identify the sites and develop project parameters. The selected eight sites for the utility boxes are as follows: Ovrom Community Center, Rose Garden on Verdugo/Olive, City Hall, Brace Canyon Park, Verdugo Park, Lundigan Park, Bel Aire Park, and a utility box by the Colony Theatre.

Staff has been working with the following departments: BWP, City Attorney's Office, and Management Services to discuss the painting guidelines, materials, maintenance, artist agreements, insurance, and waivers. The BCAC subcommittee has been meeting on a regular basis to develop program specifics such as: application guidelines, artist stipend, eligibility, selection committee, utility box art, sponsorship, criteria, and theme. It is the BCAC subcommittees desire to have this pilot program completely funded and offset by sponsorships from the community.

More recently, at the October 9, 2014 BCAC meeting, the Commission subcommittee provided documents related to the utility box art project and had worked on descriptive verbiage, guidelines, agreements, deadlines and insurance requirements. They discussed artist's fees, sponsorships, grants, the selection process and committee composition, and theme options. The Committee also unanimously approved the designation of the Utility Box Project theme "Just Imagine." Subsequently, Commission member's feedback will be incorporated in the overall program description.

Staff will present the aforementioned pilot program to the City Council in December 2014.

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BURBANK UNIFIED SCHOOL DISTRICT

1900 WEST OLIVE AVENUE
BURBANK, CALIFORNIA 91506-2460

NEWS RELEASE

FOR IMMEDIATE RELEASE
October 16, 2014

Superintendent Jan Britz to Retire from Public Education

Media Release

Dr. Jan Britz is finishing her 40th year in education in June, 2015. She has served as a teacher, assistant principal, principal, human resources director, assistant superintendent, and superintendent. She has taught in both private and public school systems from grade 4 through college level. Dr. Britz says the highlight of all her years as an educator is the honor of ending her career as the Superintendent of the Burbank Unified School District.

During her tenure in Burbank, the District struggled through the worst financial crisis in California without impacting student learning. BUSD is a leading District in the state in student achievement. It is a tradition in BUSD to provide high-quality education to students. The parents and the community expect this.

Dr. Britz shares that education is changing and it's time for new leadership in BUSD. In the last year, funding for education has changed from revenue limit dollars to Local Control Funding Formula (LCFF). In addition, the schools across the nation are making big changes in teaching and learning by implementing Common Core Standards in grades K-12. This curriculum change means a comprehensive multi-year professional development program for teachers and new instructional materials for students.

Working collaboratively with the Board of Education and District administration, Dr. Britz has brought new programs and changes that support the needs at the schools:

- Transitional Kindergarten
- Junior Kindergarten
- Middle School World Language
- Independent Learning Academy
- P.E. Credit for Band and Choir
- Math Intervention
- Standardized Rtl as a Best Practice
- Accelerated Reading Program at All Elementary Schools
- District Math Field Day
- District Career Tech Awards Program

- CAHSEE Intervention Classes
 - High School Online Credit Courses with Brigham Young University
 - District Online Credit Recovery Courses for High School
 - High School Online Summer School
 - Dual Credit: High School and College for Woodbury University Courses in Visual Arts
-
- Monthly Assistant Principal Meetings
 - Weekly Principal Newsletters
 - Supply Epinephrine Injectors in All Nurses' Offices
 - Automated External Defibrillators in All Schools, District Office, and District Service Centers
 - Aspiring Administrators Academy

Under Dr. Britz's leadership, the District also passed Measure S, a \$110 million General Obligation bond for technology, building renovations (HVAC, roofing), portables, and energy-efficiency projects.

In 2007, former BUSD Superintendent Dr. Greg Bowman and former City Manager Mary Alvord brought together the school district, the City, and the community to fund a multi-million dollar field renovation project. Dr. Britz was selected to facilitate a string of partnerships with the District and the City to implement this project for funding, for construction, and for usage. The field renovation project included installation of artificial turf on the football field at Burbank High School and Memorial Field at John Burroughs High School and an all-weather track for both schools. Youth Endowment Services funds were used to renovate the Jordan Middle School athletic field. This joint project initiated a 50-year Joint Use Agreement between the school district and the City of Burbank.

Burbank is an incredible community. I wish to thank everyone in Burbank for all you do for our students. Working in BUSD is a privilege and an honor which I will continue to enjoy until the school year ends. I am committed to give 100% from now until I actually retire and help with the transition for new leadership. This announcement gives the Board of Education some time to plan, advertise, and hire a new superintendent.

*** Ends ***

Submitted by Kimberley Clark, Public Information Officer
Burbank Unified School District

(818) 729-4422

Jan Britz, Ed. D.
Professional Experience

2012–2015	Superintendent, Burbank Unified School District
2006–2012	Assistant Superintendent, Instructional Services, BUSD
2005–2006	Director of Human Resources, South Pasadena USD
2000–2005	Principal, Simi Valley High School, Simi Valley USD
1990–1996	Principal, Sequoia Junior High, Simi Valley USD
1987–1990	Assistant Principal, Hillside Junior High, Simi Valley USD
1977–1987	Math Teacher <ul style="list-style-type: none"> • Royal High School, Simi Valley USD • Sinaloa Junior High School, Simi Valley USD • Lincoln Junior High, Santa Monica USD • Malibu Park Junior High, Santa Monica USD • Markham Junior High, LAUSD • Private School, Grades 4, 6, 8
1985–2006	College Teacher <ul style="list-style-type: none"> • California Lutheran University, M.A. Program • Moorpark Community College, Mathematics • CSUN, Math and Teacher Prep Programs • Dorsey Business College, B.A. Degree

Education

Ed. D.	USC, Urban Leadership K-12
M.A.	CSUN, Administration and Supervision
M.S.	CSUN, Secondary Education and Mathematics
B.S.	Eastern Michigan University, Mathematics and Accounting

Awards

1987	California Congress of Parents, Teachers, and Students, Inc. PTA “Honorary Service Award”
1993	California Congress of Parents, Teachers, and Students, Inc. PTA “Continuing Service Award”
2011–12	Charter Leadership Award, Region XV, ACSA
2014	Superintendent Administrator of the Year, Region XV, ACSA
1998	California Distinguished School, Valley View Middle School
1999	National Blue Ribbon School, Valley View Middle School
2005	California Distinguished School, Simi Valley High School

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memorandum

DATE: October 9, 2014

TO: Mark Scott, City Manager

FROM: Joy R. Forbes, Community Development Director



SUBJECT: BURBANK HOSPITALITY ASSOCIATION – OCTOBER 8, 2014

- Brittany Welsh, the new Director of Sales & Marketing for the Hotel Amarano, attended the meeting to introduce herself and become acquainted with the Burbank Hospitality Association (BHA) Board and its activities.
- The Board voted to re-instate Tom Whelan, Tony Garibian, Rosa Gutierrez, and Michael Swaney for another two-year term.
- The Board approved the 2015 Marketing Plan with the following new initiatives: track marketing returns on investment; collaborate with the Burbank Bob Hope Airport to attract new carriers; create a Burbank centric discount book (City Pass) featuring attractions, restaurants, retailers and hotels; attract new meetings and conferences; and update existing marketing collateral such as the visitor guide, logo and website.
- The Board approved the launch of a Request for Proposal (RFP) for an advertising agency to help implement the 2015 Marketing Plan. The RFP will be released later this month with the goal of the agency being selected by next February.
- At the request of the Board Chair, a discussion was held to re-evaluate the \$1,000 sponsorship that was awarded to the Burbank YMCA Turkey Trot at the August Board meeting. Board members discussed the return on investment, the growth potential of the event, and the importance of supporting local non-profit organizations to increase awareness of Visit Burbank through grass-roots efforts. The Board voted to increase the sponsorship to \$5,000.

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CITY OF BURBANK
PARK, RECREATION AND COMMUNITY SERVICES
ANNOTATED AGENDA/MEETING SUMMARY

Meeting: Burbank Cultural Arts Commission **Date: October 9, 2014**

Members Present: Edward Clift, Edward Arno, Brian Miller, Cynthia Pease, Mary Elizabeth Michaels, Jan Osborn, Lynda Willner, Barbara Beckley

Members Absent: Peggy Flynn

Staff Present: Kris Smith, Vickie Cusumano, Noah Altman, Caroline Arrechea

Liaisons Present: Jess Talamantes

Item Discussed		Summary	Direction or Action, if any
1	Utility Box Pilot Program	Item was discussed under the Burbank Cultural Arts Commission Goals Taskforces (Goal 2: Paint Electrical Boxes)	
2	Burbank Cultural Arts Commission Budget 2014/15	The Cultural Arts Commission budget is currently \$3,797.37. The Commission members briefly discussed the goals that would require funding to accomplish. They agreed that it would be most beneficial for the subcommittees to each calculate and assign dollar amounts to their respective goals in order to create annual budgets. They planned to present their budget numbers at the January meeting.	None
	Goal Setting Meeting 2014/15	The Commission members discussed having their annual Goal Setting meeting. They felt that they were making progress on their current goals and felt that they may only need to refine them. They spoke about doing an assessment of what is/is not working. Instead of having a facilitator-led special session, the members felt an extended regular meeting (possibly January) would suffice to define 2015 activities.	None
3	Commission Meeting Locations in 2014	The November meeting would take place at the Bob Hope Airport. Ms. Beckley would look into a meeting date at the Colony Theatre.	None
4.	Art in Public Places	The Art in Public Places Committee met last night. Staff presented a recommendation to approve the AMC fountain project.	None

CITY OF BURBANK
PARK, RECREATION AND COMMUNITY SERVICES
ANNOTATED AGENDA/MEETING SUMMARY

5	2013/2014 Cultural Arts Commission Goals Taskforces	<p>The Cultural Arts Commission has established 7 goals to be accomplished over the next year:</p> <p>Goal 1: Web App and Social Media</p> <p>Goal 2: Paint Electrical Boxes</p> <p>Goal 3: Make Measurable Progress at Starlight Bowl</p> <p>Goal 4: Participate in Community Outreach</p> <p>Goal 5: Clearly Define Mission/Identity</p> <p>Goal 6: Collaborate and Support Burbank Arts Organizations/Artists through convening</p> <p>Goal 7: Obtain Funding For Commission Priorities</p>	<p>Goal 1- Mr. Arno had been in contact with Pickle. Mr. Clift noted that Woodbury would continue to be utilized to help with this project.</p> <p>Goal 2: The Committee provided documents related to the utility box art project and had worked on descriptive verbiage, guidelines, agreements, deadlines and insurance requirements. They discussed artist's fees, sponsorships, grants, the selection process and committee composition, and theme options.</p> <p>After discussion, a motion was made by Ms. Michaels, seconded by Ms. Willner and passed 8-0 in favor of designating the Utility Box Project theme "Just Imagine".</p> <p>Mr. Talamantes noted he would like to see the selection committee comprised of all private individuals, excluding PRCS and BWP representation, and allowing for 2 additional private participants. Ms. Smith noted that PRCS could step off the selection committee but BWP had expressed that they would like to have a representative as part of the selection process.</p> <p>Goal 3: Staff presented a report to Park Board in September and will return to City Council for approval to continue working with Lehrer to address schematic designs the first phase of the project.</p> <p>Goal 4: Ms. Willner and Mr. Arno reported that no one had signed up for the chamber mixers and passed out a signup sheet. Burbank on Parade's theme will be "The Wild Wild West" and the subcommittee is looking into participation.</p> <p>Goal 5- There was no update.</p> <p>Goal 6- Ms. Osborn reported the social media event was a great success with over 60 people in attendance. They briefly discussed potential topics for the next event. Mr. Talamantes encouraged all departments to see what funding is available via grants, etc. He explained that there was a Proposition on the November ballot for parks and hoped that something could be put together for the Starlight Bowl. He added that the members may also have a lot of contacts in other organizations that should be utilized as well.</p> <p>Goal 7: There was no update.</p>
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memorandum

DATE: October 9, 2014
TO: Mark Scott, City Manager
FROM: Joy R. Forbes, Community Development Director 
SUBJECT: **Heritage Commission Meeting – October 9, 2014**

The Heritage Commission, with one member of the public in attendance, considered an application for a Mills Act Contract for 922 North Bel Aire Drive and unanimously voted 5-0 to adopt a resolution recommending City Council approval.

Commissioner Casey presented a short analysis of the recent sale of 923 East Magnolia Boulevard, a designated Historic Resource. Commissioner Casey concluded that the historic designation of the subject property had a positive effect on the sale price.